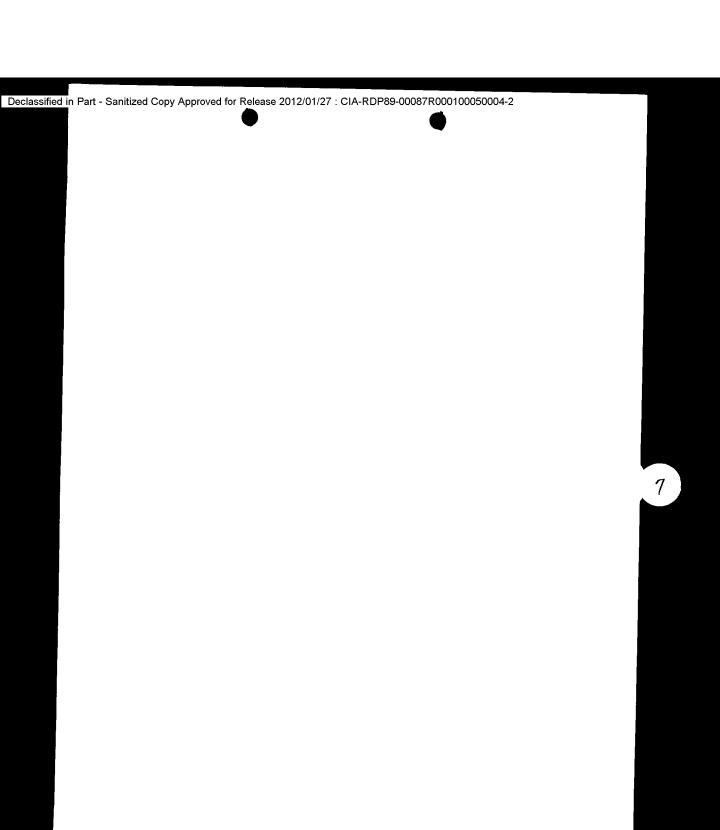
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Declassified in Part - Sanitized Copy Approved for Release 2012/01/27 : CIA-RDP89-00087R000100050004-2 Livil 4 September 1985 STAT MEMORANDUM FOR: Chief, Supply Division, OL VIA: FROM: Chief, Information and Management Support Staff, OL Support to DDA Quarterly SUBJECT: Terry, I'm aware that Hank has written to you separately on this subject, but I want to add my own thanks for the terrific support you gave us in the DDA Quarterly last week. The many high compliments we've received are directly related in large part to the efforts of your people in setting up the facilities and otherwise assisting us both before and during the Dry Run as well as the actual presentation. Please convey my gratitude to all who helped in any way -- including those who were deprived of the use of their Day Room while preparations for these sessions were in progress. It was teamwork at its best!

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cc: C/SD/OL

Tony:

FYI. They changed this again. Am not sure why it has John's signature as AD/L on 30 Aug when Hank was still here and John's tenure as AD/L did not officially begin until 3 Sep.

EDIE: DOUT Edie - 9/6
KNOW WHY, BUT NICE TROP ON HOUSE
PART. THANKS, Town 9/6/85

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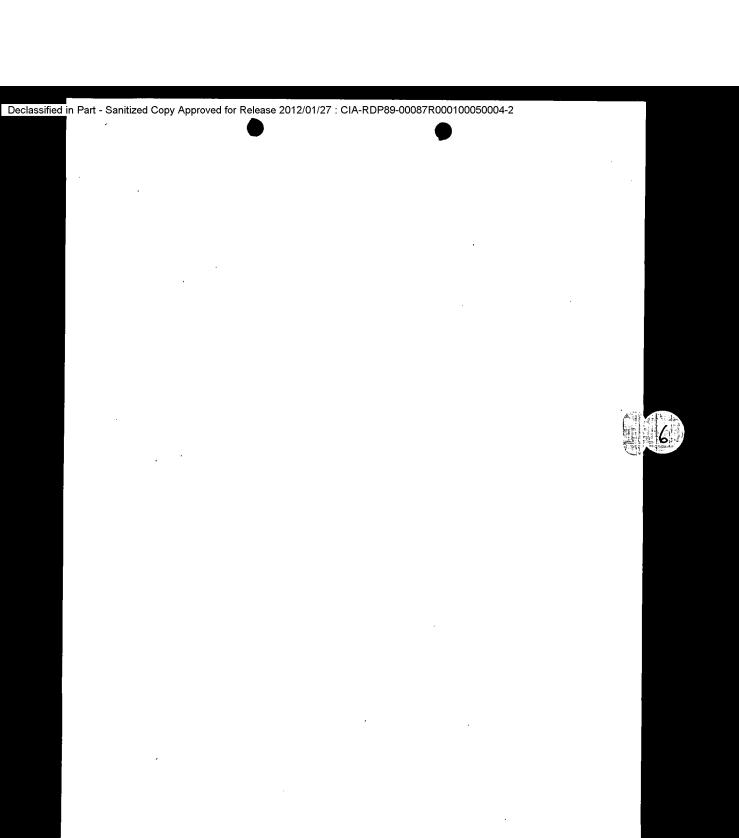
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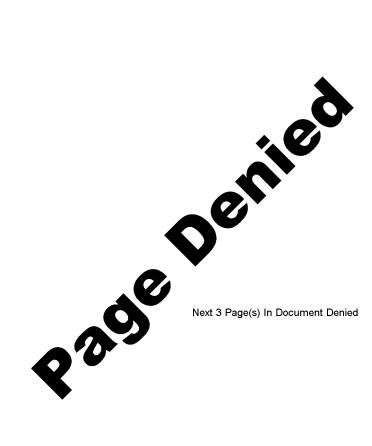
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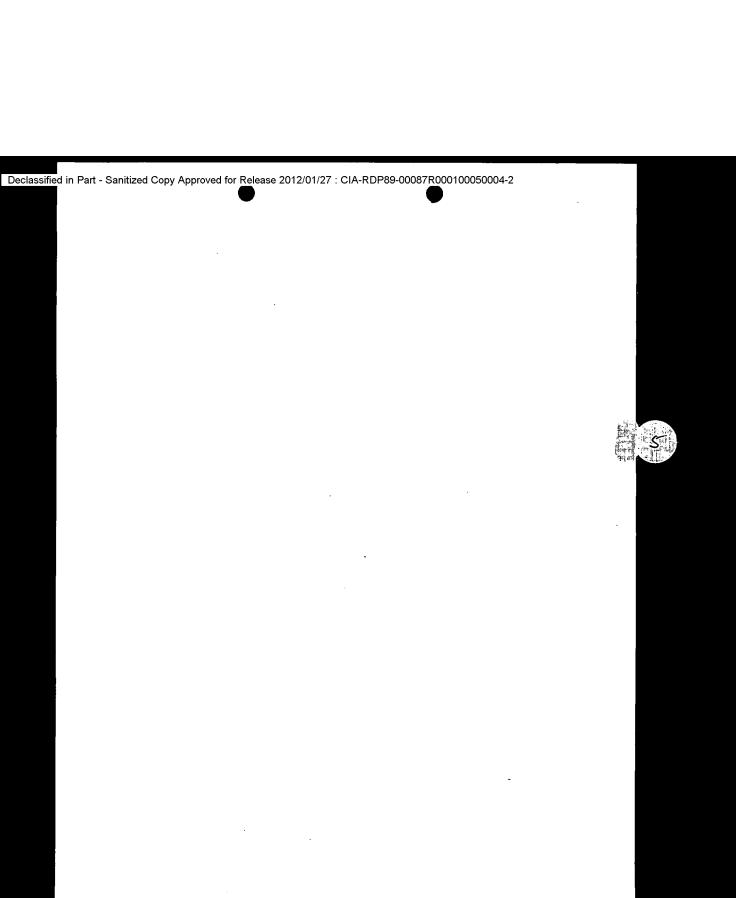
SUBJECT: OL Presentation to the DDA, 28 Aug 85

Distribution:

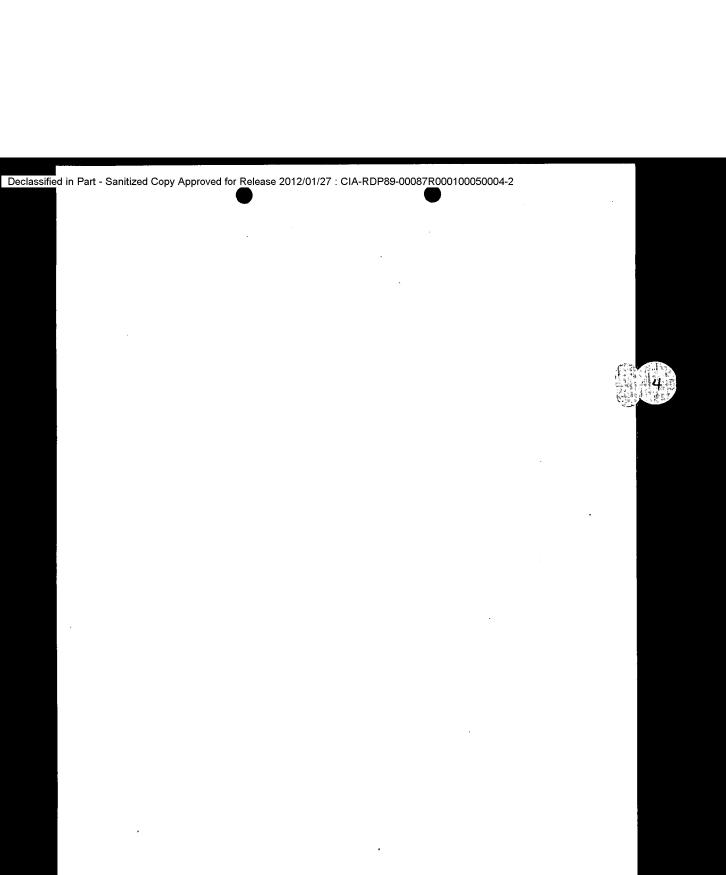
OL/IMSS:EWF:ef (28 Aug 85)











Notes from Dry Run:

Refer to bullets; tie narration to slide.

On "hands-on," have Mary explain what she's going to show, then follow the document through the persons using it.

Notes from DDA Qtrly:

Get info to DDO on Mike's projects. John wants Mike to draft a paper for the DDO via the DDA from the D/L re all construction projects/accomplishments over last yr.

Hank M. to DDA: Recruitment is a little behind the curve but have come on strong. Gone to co-op program for P&PD. Will come to DDA in next couple months on:

- (1) overtime for CD.
- (2) LIMS.
- (3) Employee of Qtr.
- (4) Visitation program...unprecedented dialog at office level.

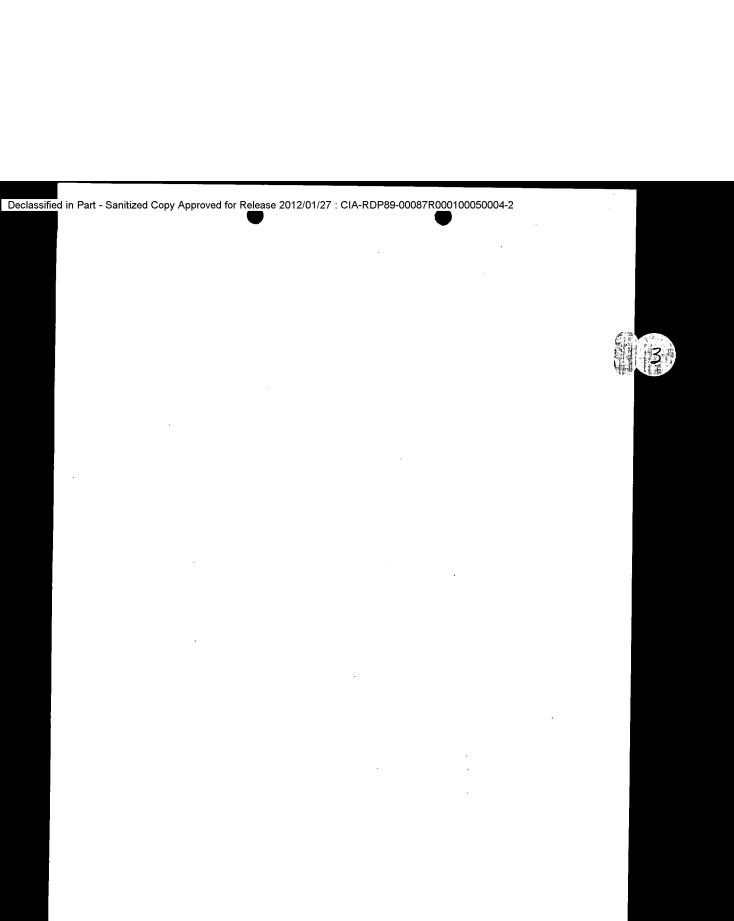
John's critique to presenters:

Efforts were outstanding. Most professional presentation he has seen in 4 yrs. What we have to do is kneep up the high standard. It does pay off. Think we had the first team here today.

In Nov, will ask DDA to present Employee of the Qtr presentations at beginning of the session.

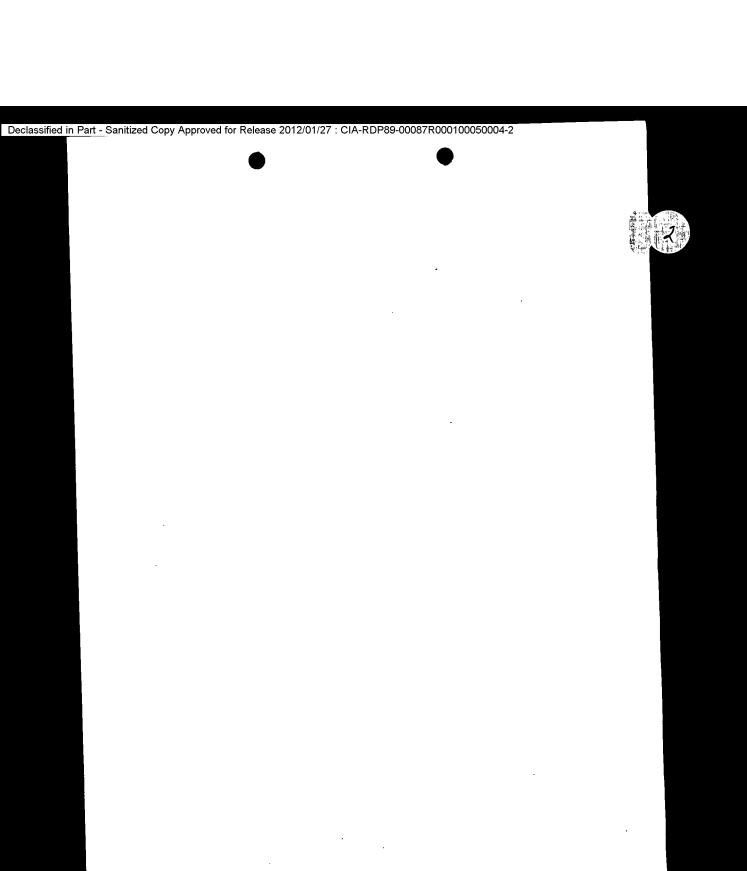
There are very severe communications problems re HOME. Neil says 60-70% of HOME's problems are communications problems—suggests a presentation on it. John: e.g., how do you get a special courier run?

John thinks major accomplishment of DDA's tenure was Agency's divorcement from GSA and going w/Allied.



	ROUTING AND	RECOR	D SHEET
JBJECT: (Optional)			
roposed Visual Aids & Text	for "Overview	of Ot Aco	ivities for 3rd Qtr" (for DDA Qtrly)
OM:	TOT OVELVIEW (EXTENSION	NO.
			DATE
			5 Aug 85
): (Officer designation, room number, and idding)	DATE	OFFICER'S	COMMENTS (N
	RECEIVED FORWARDED	INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
DD/L_	,10	14	
	6/0	(معهدیا	John, you and Hank wanted to see
	1	. 1	our proposed graphics for the
			"Overview" before we had them
D/L			prepared by P&PD. They're attached
- /·		- V	along with my first draft of sug-
Olives			gested narrative to be given by
417			Tony. I prepared the narrative at
•			the same time so as to see whether
			there was too much included; from
			having run through the text myself it appears that it all can be
			covered in 10 minutes (not counting
			any questions by Mr. Fitzwater or
			comments by you or Hank).
			We can use the same slide headings
			P&PD prepared last quarter.
			_
			I must get these to P&PD within the
			next day or so if they're to have
			time to get them ready by 16 Aug.
			ا ــــ
			64.0
			Edie
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			Make one at
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			Alake sur all slides are informed as her hel last
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			Time o remarks
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	1 1		

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Declassified in Part - Sanitized Copy Approved for Release 2012/01/27 : CIA-RDP89-00087R000100050004-2 CUMPILLENTIAL ROUTING AND RECORD SHEET SUBJECT: (Optional) 3rd-Qtr FY 85 Presentation to the DDA EXTENSION C/IMSS/OL DATE 15 Jul 85 TO: (Office building) DATE OFFICER'S COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.) RECEIVED FORWARDED 1. EO/OL The attached memorandum is sub-2. mitted for your approval and ∕signature. DD/L 3. We've notified those divisions that have presentations scheduled, D/L and they have already begun their 4. preparations. We'll be working with them on this throughout the next few weeks. 5. C/IMSS/OL 6. 7. STAT 10. 11. 12. 13. 14.

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CONFIDENTIAL

GPO : 1983 O - 411-632

15. UNCLASSIFIED WHEN SEPARATED FROM CLASSIFIED ATTACHMENTS

610 USE PREVIOUS